



Bureau of Professional Licensure

Application for Name Change

Note: When requesting a name change to an establishment license (salon, barbershop, etc.) be sure to include \$20 to receive a new 8x10 certificate with the new establishment name. Return the original 8x10 certificate.

Instructions: Complete, sign and return this form to the Bureau of Professional Licensure using the contact information at the bottom of this page. Include a copy of the legal document that changed your name. (Examples include a court order, marriage certificate, or dissolution of marriage decree.)

Section I – Applicant and Identity Information

Previous Name: _____
Last First Middle

Current Street Address: _____

City: _____ State: _____ Zip Code: _____

Primary Phone Number: _____ Alternate Phone Number: _____

*Email Address: _____

****The Board primarily utilizes email for communication with the licensee. It is your responsibility and in your best interest to keep your email updated.***

Date of Birth: _____ / _____ / _____ Last 4 Digits of SSN: XXX-XX-_____
Month Day Year

New Name: _____
Last First Middle

Section III – Licensee Affirmation

My signature on this form affirms that the information I have provided on this request is true and accurate. I have truthfully represented my identity in this request for a name change in my licensure record.

Signature

Date



Bureau of Professional Licensure

If you wish to receive new licensure documents **due to your name change**, complete the following:

- ☐ Request **licensure/wallet cards**. The fee is \$20.00. Make check/money order payable to your licensing board.
- ☐ Request **8x10 license certificate**. The fee is \$20. Make check/money order payable to your licensing board.

Note:

1. If you are renewing or reactivating your license, request the name change first. A name change can take between 24-72 hours to complete in the Board office. Once the name change has been processed, renew/reactivate your license so the new cards will reflect your new name.
2. When requesting a name change to an establishment license (salon, barbershop, etc.) you are required to include \$20 to receive a new 8x10 certificate with the new establishment name. You are also required to return the other 8x10 establishment certificate(s) with the previous name.